

W A R N I N G

**IMPORTANT NOTICE
DO NOT DETACH**

SUPERFUND CONFIDENTIAL BUSINESS INFORMATION

All or a portion of the attached document is claimed to be confidential business information by the submitter pursuant to CERCLA, as amended, §104. Unless and until EPA makes a determination that the document is not confidential business information, it must be treated as such.

Any person handling or using the attached document in any way is responsible for preventing unauthorized disclosure while in his or her possession. §1905 of title 18 of the United States Code and CERCLA, as amended, §104(e)(7)(B) provide penalties for disclosure of confidential business information. They include criminal penalties and adverse personnel actions.

The document may not be disclosed further or copied by you except as authorized by The Superfund CBI Manual. If you have any questions concerning the appropriate handling of this document, please contact the attorney assigned to this case or the Office of Regional Counsel, EPA, Region 9.

MONTHLY TECHNICAL PROGRESS REPORT

for the period

February 1 - February 28, 2003

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Peggy A. DeLaTorre, CO**

Under Contract 68-R9-01-01

**Submitted
by**



**ASRC AEROSPACE
CORPORATION**

6301 Ivy Lane, Suite 300
Greenbelt, MD 20770
(301) 345-4500

EPA Contract No. 68-R9-01-01

Superfund Records Management Support, Region 9

February 2003 Technical Progress Report

TOAM: Elaine Chan
TOM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on February 7.

The TOM met with the TOAM and the Contracting Officer on February 12 to review the monthly report and verify the status of the Task Order.

On February 20, the TOM and the RIM IV/Head Indexer met with EPA Air Division Chief Duane James and the EPA Air Division enforcement staff to explore the possibility of the Records Center providing them with records management support services. The TOM will prepare a cost estimate for the proposed work and provide it to the Air Division Chief in March.

The Contracts On-Site Box Storage Report and the Cost Package Documentation Index were updated on February 18.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were generated and submitted to EPA CBI Officer Lois Green on February 12 and February 26 respectively.

On February 4 the TOM updated the Records Center Procedures and Policies manual on the *Express Link* database.

Future Activities

Procedures manuals will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

1.2 Close-Out of the Task Order

No work was performed under this subtask in this reporting period.

Future Activities

Close-out activities will be performed based on procedures established by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed and entered 2,640 Superfund removal and remedial documents and edited 4,528 index records in the Superfund Document Management System (SDMS) database. Staff performed QA on each index record using a check-work report.

Staff collected and indexed records in SDMS for the following sites and collections:

91-195 HANUA ST

AAA EXTERMINATING
AAD OAKLAND
AAD VERNON FACILITY SITE
ABBOTT MINE
AEROJET GENERAL CORP (RANCHO CORDOVA)
ALAMEDA NAVAL AIR STATION
AMCO CHEMICAL
ANACONDA COPPER CO
ARTS WOOD PRODUCTS
ATLAS & COALINGA ASBESTOS MINES
ATLAS ASBESTOS MINE
AVALON TRUCK PARTS, INC
AZKO COATINGS, INC
BANDINI FERTILIZER CO
BARBERS POINT NAVAL AIR STA
BAUCHET PARTNERS
BELMONT LEARNING CENTER
BKK SANITARY LDFL
BLACKHAWK CHEMICAL
BOB'S SHEET METAL
BROOKSHIRE PLATING
BROUGH INDUSTRIES INC
BUEHRER ENTERPRISES
BURR-BROWN RESEARCH CORP
BYERS BOMB SITE
CALIFORNIA SEED & FERTILIZER
CARSON RIVER MERCURY SITE
CASMALIA RESOURCES
CASTLE AIR FORCE BASE
CHURCH MINE
COLFAX ENGINE HOUSE
COMMERCIAL FILTER RECYCLING, INC
CONCORD NAVAL WEAPONS STA
CONTINENTAL AUTO SERVICES
COOPER DRUM
CORONADO DRY CLEANERS
CRANE MILLS
CRAZY HORSE SANITARY LANDFILL
CROWN ZELLERBACH CORPORATION
CUMMINS SOUTHWEST INC
DEL NORTE PESTICIDE STORAGE
DEL MONTE CORP (OAHU PLANTATION)
DOLE PINEAPPLE CANNERY
DOLSBY HARD CHROME
DOUGLAS A & CHERYL FOSKETT
EDWARDS AIR FORCE BASE
EL TORO MARINE CORPS AIR STATION
ENVIROPUR/PRC
FARMER BROS CO
FIRST AVENUE CLEANERS
FLAIR CUSTOM CLEANERS
FORT ORD
FRONTIER FERTILIZER

FT MOJAVE OIL SPILL
G S I OF CALIFORNIA, INC
GENERAL CONTROL CO
GILA RIVER INDIAN RESERVATION
GLENDALE LANDFILL
GRIFFIN WHEEL DUMP
HAMILTON AIR FORCE BASE
HANFORD FOUNDRY CO
HELLYER PARK
HONEYWELL DEER VALLEY COMPUTER PARK
ICORE INTERNATIONAL
INDIAN BEND WASH AREA
INNERCONN TECHNOLOGIES
IRON MOUNTAIN MINE
JAQUAYS EQUIPMENT CO
JASCO CHEMICAL CORP
JET PROPULSION LABORATORY
JIBBOOM JUNKYARD
KA'U AGRIBUSINESS HERBICIDE MIXING PLANT
KARKAR-GENERAL SIGNAL
KAUAI HILTON BEACH VILLAS (KAUAI OUTRIG)
KOPPERS CO, INC (OROVILLE PLANT)
LABORATORY CONSULTANTS
LADD ENTERPRISES INC MOUNTAIN MINE
LAKE CHABOT LANDFILL
LAKE HAVASU SAN DIST
LAKE MEAD NAT RECREATIONAL AREA
LAKELAND AERIAL APPLICATORS INC
LAMDA ELECTRONICS DIV VEECO INST COR
LAMRO PLASTIC ENGRAVING
LANAI LDFL
LANARE TIRE FIRE SITE
LAND BANK INVESTMENTS INTERNATIONAL
LAND PARCEL
LANDSEA TERMINALS
LANEY STATION
LARGENT H M CO INC
LARGO DIP VAT
LARRY ZELKES RESIDENCE
LARWIL CONSULTANTS PLATING OPERATIONS
LARZABAL RANCH
LAS VEGAS TONOPAH RENO STAGE LINE
LASSEN NATL FOREST
LAURA SCUDDERS CO
LAVA CAP MINE
LAWN & GARDEN SUPPLY
LAWNDALE ANNEX LAAFB
LAWRENCE LIVERMORE NATL LAB (SITE 300)
LAWRENCE LIVERMORE NATL LAB - CAMP PARKS
LAWSON ENTERPRISES INC
LAXFUEL CORP
LAYCO CHEMICAL ENGINEERING #3
LBM PRODUCTS

LEADERSHIP HOUSING SYSTEMS
LEE TOADLENA DIP VAT
LEHR/OLD CAMPUS LANDFILL
LEMANS MOTORS
LESLIE SALT CO MAGNESIA PILE PROPERTY
LEUPP OPEN DUMP
LEVIATHAN MINE
LIFE PAINT CO
LIGHT METAL INDUS
LONG BEACH NAVAL SHIPYARD
LORENTZ BARREL & DRUM CO
LOS ANGELES UNITED INC, CUTTING SERVICES
LUKE AIR FORCE BASE
MACFARMS OF HAWAII, INC
MADRID PROPERTY
MARCH AIR FORCE BASE
MARE ISLAND NAVAL SHIPYARD
MATHER AIR FORCE BASE
MCCLELLAN AIR FORCE BASE
MCCOLL
MERCED LAUNDRY
MEW STUDY AREA
MGM BRAKES
MODESTO GROUND WATER CONTAMINATION
MOFFETT FIELD ANG
MOFFETT NAVAL AIR STATION
MONTROSE CHEMICAL CORP, TORRANCE, CA
MONTROSE CHEMICAL CORP/DEL AMO FACILITY
MOTOROLA, INC (52ND STREET PLANT)
NAVAL MAGAZINE LUALUALEI
NAVAL SUPPLY CENTER PT MOLATE
NEVADA CEMENT CO
NEWMARK GROUNDWATER CONTAMINATION
NI WEST INCORPORATED
NINETEENTH AVENUE LANDFILL
NORTH ISLAND NAVAL AIR STA
NORTON AIR FORCE BASE
OLD QUARRY DISPOSAL SITE STANFORD UNIV
OMEGA CHEMICAL CORP
OPERATING INDUSTRIES, INC LANDFILL
ORIGINAL CYLINDER
PACIFIC COAST PIPE LINES
PACIFIC TANNERY BARK SHEDS
PALAU CHEMICAL
PAPERCUTTERS, INC
PAX COMPANY MARICOPA
PEARL HARBOR NAVAL COMPLEX
PEARL HARBOR NAVAL SHIPYARD
PEMACO MAYWOOD
PERCHLORATE DOCUMENTS
PG&E MARTIN SERV CTR
PHOENIX GOODYEAR AIRPORT AREA
POMONA PLATING

POOL COVERS INC
PRESIDIO OF SAN FRANCISCO
PRESTIGE CLEANERS
PURITY OIL SALES INC
RARE METALS CORP
RIO NUEVO PROJECT
ROYAL BLVD DSPL SITE
RYAN PROPERTIES
SACRAMENTO ARMY DEPOT
SALTON SEA TEST BASE
SAN DIEGO NAVAL TRAINING CENTER
SAN FERNANDO VALLEY (AREA 2)
SAN FERNANDO VALLEY (AREA 4)
SAN GABRIEL VALLEY (AREAS 1-4)
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
SCHOFIELD BARRACKS
SEAM MASTER INDUSTRIES
SELMA TREATING CO
SHARPE ARMY DEPOT
SILVA PROPERTY
SINCLAIR AMERITONE PROPERTY
SOUTH BAY ASBESTOS AREA
SOUTHERN PACIFIC ROUNDHOUSE (ROCKLIN)
SPRINGFIELD MINE
STOLLER, INC
STRINGFELLOW
SULPHUR BANK MERCURY MINE
SUNGRO CHEMICALS
SUNLAND CHEMICAL SITE
SUPERCHROME PLATING
SYAR INDUSTRIES
TOSCO (UNOCAL 5177)
TRANSACTION COMPANIES LIMITED
TRAVIS AIR FORCE BASE
TREASURE ISLAND NAVAL STATION
TREASURE ISLAND NAVAL STATION-HUN PT AN
TRICO INDUSTRIES
TROJAN PLATING CO #1
TSE BRAKES
TUCSON INTERNATIONAL AIRPORT AREA
TUSTIN MARINE CORPS AIR STATION
UNION STATION
UNION PACIFIC SACRAMENTO
UNION MINE
UNITED TECHNOLOGIES
UNOCAL GUADALUPE DUNES
VACANT BLDG
VALLEY WOOD PRESERVING INC
VAN DER HORST CORPORATION OF AMERICA
VINCENT DAVIES PROPERTY
WAILUA HOMESTEAD WELLS
WASTE DISPOSAL INC
WESTERN DRUMS INC

WESTERN PACIFIC RAILROAD CO
WILKINSON STEEL, INC
WILLIAMS STREET SITE
WILLIAMS AIR FORCE BASE
WINDWARD NISSAN
YUMA MARINE CORPS AIR STATION

Staff indexed Site Assessment/Emergency Response files for the following sites:

AMCO CHEMICAL
COCHISE COUNTY HIGHWAY MAINTENANCE FACILITY
CYPRUS TOHONO MINE
OCCIDENTAL CHEM CO LATHROP
PG&E MARTIN SERVICE CENTER
TRW VEHICLE SAFETY SYSTEMS MESA 1 FACILITY

Librarian IVs eliminated the indexing backlogs of the following sites:

AAD OAKLAND
AAD VERNON FACILITY
BYERS BOMB SITE
ENVIROPUR WEST CORP
MCCOLL
OMEGA CHEMICAL CORP
SUNLAND CHEMICAL CORP

The site assessment Librarian IV received 2.08 lft. of new documents, of which 1.27 lft. were federal facilities documents, and processed 11 new sites. In addition, .125 lft. of Oil Facility Response Plan material were received.

Staff conducted quality assurance on approximately 28 lft. of remedial and removal site files during February. The process includes shelf-reading, verifying that barcode and other labeling is correct and adequate, and that the file folders contain the correct documents. Staff shifted approximately 234 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 2 site files, reorganizing, purging of duplicate documents, and revising the indexing on SDMS as needed. In addition, the Librarian IV shifted 15 lft. of files to make room for new documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS database.
Staff will organize and index into SDMS files for the MTBE RCRA sites.

The site assessment Librarian IV will continue to add to the SDMS subject field information about Preliminary Assessment and Site Inspection (PA/SI) reports to make retrieval of these high-use reports more efficient.

2.2 Document Pick-up, Processing, File Management, and Storage

19.9 cft. of documents were collected from 75 Hawthorne, 17.5 cft. for indexing and 1.4 cft. for retirement to the Federal Records Center (FRC). A total of 14 Transfer of Records forms was processed.

The site assessment Librarian IV did preliminary preparation of documents for storage at the FRC for the following site: 1.17 lft. of Hamilton Air Force Base documents. Box Storage staff will do final preparation of the accessions.

Circulation Department staff did preliminary preparation of documents for storage at the FRC for the following sites: 14 cft. of Hamilton Air Force Base documents, 15 cft. of Operating Industries, Inc. Landfill documents, and 14 cft. of San Gabriel Valley (Areras 1-4) documents. Box Storage staff will do final preparation of the accessions.

Cost Recovery Dept. staff did preliminary preparation of documents for storage at the FRC for the following contracts:

- ARCS 68-W9-0046: 4 cft.
- ARCS 68-W9-0054: 10 cft.
- ARCS 68-W9-0059: 5 cft.
- ARCS 68-W9-0060: 2 cft.
- START 1: 2.5 cft.
- TES 11: 1 cft.
- TES 12: 5 cft.

Box Storage staff will do final preparation of the accessions.

Staff prepared 127 cft. of records for 5 new accessions to be retired to the FRC.

4.8 cft. of documents were retrieved from off-site storage at the FRC. 3.1 cft. of documents were returned to the FRC for refiling.

25 cft. of records for 2 new accessions were sent to the FRC in San Bruno in February.

Staff performed quality assurance on 1.92 cft. of material returned from microfilm/copy services.

Staff performed quality assurance on 16 cft. of material, comparing the contents of boxes in storage with the information in the Holdings database.

Staff checked 1 lft. of unindexed San Diego Naval Training Center documents for possible duplication with documents already in the site file or sent to the FRC.

Future Activities

Staff will continue to work on the organization, verification, and retirement of material in the Box Storage Department.

The Document Processing RMS III and Information Aide will continue to process files (generate barcode labels, prepare color-coded file folders, shelve, and retrieve documents). They will also continue to check new documents for possible duplication with records already received and indexed in the site files.

Staff will prepare 14 cft. of Concord Naval Weapons Station site files for retirement to the FRC in March.

2.3 Scanning

SDMS Team members scanned documents for the following sites/collections:

- 19TH AVENUE LANDFILL: 1 document (35 pages)
- AAD VERNON FACILITY: 4 documents (271 pages)
- AEROJET GENERAL: 1 document (3 pages)
- AMCO CHEMICAL: 15 documents (1,246 pages)
- ARCS-68-W9-0031: 43 documents (4,852 pages)
- ARCS-68-W9-0046: 1 document (163 pages)
- BARBERS POINT NAVAL STATION: 12 documents (12 pages)

BARSTOW MARINE CORPS: 8 documents (8 pages)
 CASMALIA RESOURCES: 323 documents (1,081 pages)
 DEL AMO FACILITY: 5 documents (563 pages)
 DEL MONTE (OAHU): 176 documents (4,782 pages)
 DEL NORTE PESTICIDE STORAGE: 94 documents (1,646 pages)
 FRONTIER FERTILIZER: 4 documents (433 pages)
 G B F PITTSBURG AREA: 1 document (9 pages)
 INDIAN BEND WASH AREA: 10 documents (103 pages)
 LAVA CAP MINE: 1 document (2 pages)
 LAMRO PLASTIC ENGRAVING: 1 document (61 pages)
 LANAI LANDFILL: 1 document (18 pages)
 LANARE TIRE FIRE SITE: 2 documents (318 pages)
 LAND BANK INVESTMENTS: 1 document (227 pages)
 LANDSEA TERMINALS: 2 documents (56 pages)
 LANEY STATION: 1 document (106 pages)
 LARGENT H M CO INC: 3 documents (81 pages)
 LARGO DIP VAT: 1 document (5 pages)
 LARRY ZELKES RESIDENCE: 1 document (17 pages)
 LARWIL CONSULTANTS PLATING: 1 document (18 pages)
 LARZABAL RANCH: 2 documents (10 pages)
 LAS VEGAS TONOPAH RENO: 2 documents (206 pages)
 LASSEN NATIONAL FOREST: 2 documents (33 pages)
 LORENTZ BARREL & DRUM CO: 18 documents (18 pages)
 MCCLELLAN AIR FORCE BASE: 20 documents (20 pages)
 MEW STUDY AREA: 6 documents (21 pages)
 MIDDLE MOUNTAIN SILVEX: 3 documents (12 pages)
 MONTROSE CHEMICAL CORP: 648 documents (1,453 pages)
 MTBE ARCADIA: 8 documents (1,976 pages)
 MTBE CHARNOCK: 30 documents (11,103 pages)
 MOTOROLA, INC (52ND STREET): 3 documents (219 pages)
 NAVAL SUPPLY CENTER POINT MOLATE: 4 documents (4 pages)
 NEWMARK GROUNDWATER CONTAMINATION: 26 documents (3,015 pages)
 OMEGA CHEMICAL: 5 documents (6 pages)
 OPERATING INDUSTRIES, INC., LANDFILL: 280 documents (1,599 pages)
 PA/SI Documents Collection: 29 documents (1,869 pages)
 Perchlorate Collection: 16 documents (199 pages)
 PEMACO MAYWOOD: 1 document (17 pages)
 POMONA PLATING: 8 documents (12 pages)
 PHOENIX GOODYEAR AIRPORT: 2 documents (42 pages)
 POLAR STAR MINE: 2 documents (134 pages)
 SAN DIEGO NAVAL TRAINING CENTER: 3 documents (3 pages)
 SAN FERNANDO VALLEY: 211 documents (2,972 pages)
 SAN GABRIEL VALLEY: 148 documents (2,703 pages)
 SOUTH BAY ASBESTOS: 6 documents (20 pages)
 STRINGFELLOW: 153 documents (561 pages)
 SULPHUR BANK MERCURY MINE: 137 documents (2,693 pages)
 TORO CREEK OIL SPILL: 37 documents (37 pages)
 TREASURE ISLAND NAVAL STATION: 79 documents (79 pages)
 TUSTIN MARINE CORPS AIR STATION: 35 documents (35 pages)

SDMS Team members prepared 12.5 cft. of scanned documents for retirement to FRC/NARA.

Future Activities

Staff will continue to prepare and scan files into the SDMS system and prepare them for retirement to the FRC/NARA.

2.4 SCAP Support and WasteLAN Data Entry

Staff received and indexed 1 SCAP accomplishment document and entered the document ID into the WasteLAN database.

Future Activities

Staff will continue to collect and index SCAP accomplishment documents, and enter the SDMS document IDs into the WasteLAN database.

2.5 Financial Documentation/Cost Recovery Packaging

Financial Cost Documentation Packages for the following sites were processed through the Accounting, Program, or Enforcement Final copies:

LEHR/OLD CAMPUS LANDFILL (SSID 7J)
MODESTO GROUND WATER CONTAMINATION (SSID J4)
NEWMARK GROUNDWATER CONTAMINATION (SSID J5)
PACIFIC COAST PIPE LINES (SSID J6)

A total of 5 financial documentation/cost recovery packaging records was added to the SDMS database.

Cost Recovery Department staff scanned 676 documents into the SCORPIOS system. Total scanning hours: 40

Future Activities

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of the TOAM, staff shredded/recycled 1.2 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production

Circulation staff processed 113 requests for EPA staff and other requesters and provided a total of 12,042 documents. Staff performed 627 database searches in SDMS for EPA staff, government agencies, or outside requesters.

The site assessment Librarian IV received 10 requests from EPA staff, and 2 from contractors, and pulled 26 files for various EPA staff.

Cost Recovery Department staff received and processed 20 requests for cost recovery documents.

Thirty-eight indices were generated by Circulation staff at the request of EPA staff or members of the public. 23 indices were produced in electronic format, 4 of which were sent on diskette or CD-ROM, and 19 by E-mail. 15 indices were generated in paper format.

Circulation staff received and processed 2 requests via the Internet for Administrative Record documents.

16.5 cft. of files were retrieved from on-site storage for circulation. 15.2 cft. of files were refiled into on-site storage boxes.

Librarian IVs responded to a number of Agency requests this month, conducting online searches, retrieving records and/or generating index reports for the following sites:

DEL MONTE CORP. (OAHU PLANTATION)
INDIAN BEND WASH SOUTH
MCCORMICK & BAXTER CREOSOTING CO
NAVAJO NATION URANIUM MINE
SAN GABRIEL VALLEY AREAS 1-4)

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS database.

3.1 Freedom of Information Act (FOIA)

Staff provided FOIA support for 23 requests for the following sites:

ALOHA TOWER DEVELOPMENT
ANDERSEN AFB
ATLAS & COALINGA ASBESTOS CITY SITES
BENICIA DREDGE DISPOSAL
BENICIA MARINA DREDGING PROJECT
CHROMALLOY AMERICAN CORP
GENERAL MOTORS PARTS DIV
GEORGIA PACIFIC CORP PKG DIV MADERA
GMC GM ASSEMBLY DIV SOUTH GATE
IBM CORP SA JOSE
KELLY MOORE PAINT CO SAN CARLOS
KENNAMETAL INC
LCT ENVIRONMENTAL
MADERA GLASS CO
MAJOR SALVAGE CO
MICRO METALLICS
NATIONAL MILLS
PACIFIC AIRMOTIVE
PRESTIGE CLEANERS
SAN GABRIEL VALLEY
SHARPE ARMY DEPOT
SHELL OIL CO HONOLULU
SHOWBOAT HOTEL PESTICIDE SITE
UNITED HECKATHORN
WILLIAMS AIR FORCE BASE

19 requests were provided in paper format. Total pages copied onsite: 672 pages or approximately .22 lft. Total pages copied offsite: 4,896 pages or approximately 1.63 lft. Together with the SDMS Team, 2 requests were provided in CD format. 1 request was provided via email. Total pages transferred to CD: 4,053. Number of pages printed from SDMS: 676. Overall total of billable hours reported to the Agency: 39.50.

The RIM IV/Circulation Supervisor verified that 262 documents released under FOIA had accurate legal flags in SDMS.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

3.2 Photocopy and Redaction Service

Circulation staff copied on-site a total of 1,325 non-FOIA-related pages (approximately .44 lft.) for EPA and other requesters and sent approximately 144 pages (.05 lft.) off-site to a copy service. In addition, Circulation staff printed 544 pages (.18 lft.) from SDMS.

Document Processing staff made approximately 122 photocopies during February for the following projects: 2 pages at RPM request or otherwise in direct support of site indexing, 120 pages miscellaneous.

At the request of EPA staff, Cost Recovery Department staff made 5,133 copies of cost recovery-related documents.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.3 CD-ROM Service

Circulation staff and the SDMS Team worked together to fulfill 18 requests for documents to be supplied on CD-ROMs. A total of 62,571 pages was transferred to CDs. Collections were provided for the following sites:

AMCO CHEMICAL site: 1 collection

CIRCO site : 1 collection

IRON MOUNTAIN MINE site: 1 collection

OMEGA CHEMICAL CORP. site: 1 collection

PEMACO MAYWOOD site: 1 collection

Perchlorate Collection documents: 1 collection

OPERATING INDUSTRIES, INC. LANDFILL site: 3 collections

SAN GABRIEL VALLEY (AREAS 1-4) site: 6 collections

Various site documents: 2 collections

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters

No work was performed under this subtask in this reporting period.

Future Activities

Staff will collect and scan RODs, ESDs, and ROD Amendments on compact disk for quarterly submission to EPA Headquarters.

Task 4: Administrative Records (ARs) and Special Collections Management

A Deletion Docket for the Indian Bend Wash South site was compiled, copied, and sent to repositories on February 27.

On February 11, 19, and 21 staff met with EPA staff to discuss indexing requirements for the Indian Bend Wash South deletion docket and the Lawrence Berkeley National Laboratory administrative record.

Work-performed compilations for the following sites were created or updated:

ATLAS ASBESTOS MINE (SSID 34)

INDIAN BEND WASH NORTH (SSID 20)

NINETEENTH AVENUE LANDFILL (SSID 05)

Future Activities

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

4.1 Microfilm and Electronic Media Management

No work was performed under this subtask in this reporting period.

Future Activities

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center
The TOM requested and received approval for purchase of archival photograph sleeves from Light Impressions Co. on February 25.

The RIM IV/Head Indexer continued to train the recently hired Librarian IV in accordance with the Records Center quality assurance training program.

The TOM conducted an all-hands staff meeting on February 13.

Future Activities

Training for new staff will be conducted in accordance with the Records Center quality assurance training program.

Staff meetings will be conducted by the TOM.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well-stocked and in working order.

Task 6: Training and Orientation
At the request of the TOAM, staff gave SDMS training to 4 EPA staff in February. Each trainee was given a copy of the *SDMS User's Manual for EPA Staff*.

At the request of the TOAM, the TOM and RIM IV/Assistant Manager gave new EPA staff members, Linda Ketellapper, Andrew Taylor, and Charnjit Bhullar tours of the Records Center, introduced them to services offered by the Circulation Department, and trained them on the use of various *Express Link* online request forms. All were given copies of the indexing Route Slip, Telephone Numbers Bookmark, and the Orientation Highlights handout.

On February 20 the RIM IV/Cost Recovery Department Supervisor trained EPA Cost Recovery staff on procedures for searching for cost documentation in SDMS.

Future Activities

Training and orientation will be conducted as directed by the TOAM.

Task 7: Online Operations and Internet Support
Backup tapes were delivered to the Facilities and Information Resources Management Branch (FIRM) for off-site storage (at Richmond Labs) on February 20.

An IS III installed SDMS for EPA staff member Hedda Jowza on February 3; Lisa Hanusiak, Andrew Taylor, Melissa Pennington, and Valentina Cabrera-Stagno on February 4; Wayne Praskins on February 5; Dawn Richmond and Marie Lacey on February 6; Nadia Hollan on February 12; and Charnjit Bhullar on February 18.

Computer Support staff coordinated with FIRM to install SDMS for the following EPA staff: Linda Ketellapper on February 18, Fred Schaufler on February 20, and Kathleen Johnson on February 25.

The RIM IV/ Computer Support Supervisor worked with Mark Bickel, an EPA image services support contractor from Research Triangle Park, NC, on February 14 to resolve image viewing problems on Windows 2000 workstations. The problem was resolved successfully.

The RIM IV coordinated with FIRM on February 17 to repair SDMS image viewing problems for the following EPA staff: Kate Taylor, Lois Green, Clifford Davis, Charles Berrey, Lance Richmond and Beatriz Bofill.

The RIM IV provided technical support to Clifford Davis on February 18 regarding login error messages.

The RIM IV provided technical assistance with printing documents from CD-ROMs to Cheryl Nunn of New Cure, Inc. on February 3.

Computer Support Staff continued to modify and create applications to replace those that formerly accessed the ImageTrax database. A set of new site file indices and SDMS collection index generators has been created. A new application to generate the site-specific detail attachments to the monthly vouchers is partially completed. A new application to generate the Prioritized Projects Report was also begun.

Future Activities

Database maintenance will be conducted and backup tapes will be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The RIM IV/Assistant Manager attended a level 1 class at New Horizons Learning Center in San Francisco on how to create spreadsheets in Excel 2000.

The TOM attended a national Superfund Records Manager/SDMS Workgroup teleconference meeting on February 26.

Future Activities

Staff will attend a national Superfund/SDMS teleconference meeting and SDMS Next Generation Teleconferences in March.

II. DIFFICULTIES ENCOUNTERED

Difficulty

As described in the January monthly report, the R9REC file server failed. Records Center service to the EPA was impacted, but most computer functions remained available. As of this writing, the server has not been replaced.

Actions Taken

The TOM and RIM IV/Computer Support Supervisor met with the TOAM and the Contracting Officer on February 9 to discuss issues about the failed R9REC server. It was decided that the server would be replaced and not repaired, and that it would be purchased directly by the EPA and not leased under the contract. It was estimated that it would take one month to replace the server.

Computer Support staff restored virtually all computer services, on a temporary basis, onto the NT server, R9NTIMAGE, located at the Records Center. User accounts were created on the server for the Records Center

staff, and network printers were installed. Staff is now able to share files, print and run most of the applications that resided on the R9REC server. Automatic updating of antivirus pattern files has been restored.

III. PERSONNEL ACTION

Staff interviewed candidates for the open Librarian IV position.

On February 26 Librarian IV Paul Sarbaugh submitted his resignation from the Records Center. Recruitment activities are underway for his replacement.

IV. SUMMARY OF TECHNICAL DIRECTION

The TOAM utilized *Express Link* Work Request forms to submit direction for 40 new projects. In addition, the TOAM submitted 9 requests for information or support in person, via telephone, or via E-mail.

Superfund Records Management Support, Region 9 (Contract #68-R9-01-01)

February 2003

New File Footage

New Files Received	Footage	Year to Date
2,705	19.61 LFT	177.04 LFT

Inventories

Records Surveyed	Year to Date
117.34 LFT	369.98 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
25 CFT	0	0	195 CFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
102	0	0	0	24	0	0	18	134